



## Job Description and Person Specification

<b>Post Title</b>	<b>GFM Grounds Assistant</b>
<b>Salary ISR</b>	<b>11 – 14 (£15,807 - £16,781)</b>
Purpose:	To complete maintenance, repair and building tasks as required within the GFM estate
Reporting to:	GFM Grounds Manager
Working Time:	37 hours per week / 52 weeks per year To be agreed, some Saturday working may be necessary, as part of the normal working week.
<b>Specific Areas of Responsibility</b>	
<b>PRINCIPAL RESPONSIBILITIES &amp; DUTIES</b>	<ul style="list-style-type: none"> <li>• Maintenance of the synthetic playing surface and surrounds to the specification.</li> <li>• Preparation and repairs to playing surfaces; marking out sports pitches and athletics track as required.</li> <li>• Maintenance of jumping pits, run-ups, throwing circles etc and surrounds to comply, where possible, with AA standards.</li> <li>• Line marking on hard areas.</li> <li>• General maintenance of goal posts, nets and physical education equipment as required.</li> <li>• Mowing grass areas using cylinder box mower, rotary mower and strimmer. Maintenance using seed, turf and fertilisers as deemed necessary. Use of waste products.</li> <li>• Maintenance of paths, hard areas and ground works (to include construction if required).</li> <li>• Fencing maintenance and repair, both perimeter and within the site.</li> <li>• General maintenance of the perimeters of all School sites to ensure a pleasing outlook, but to limit unauthorised access.</li> <li>• Maintenance of environmental and ecological areas, including the school pond, to the level required by the School.</li> <li>• Care of shrub borders and flower beds, rose &amp; herbaceous borders including weeding, cultivation, pruning and edging planting.</li> <li>• Hedge trimming, leaf and rubbish clearance as required.</li> <li>• Using the greenhouse, raising plants from seed to grow on the school premises.</li> <li>• Care and maintenance of all grounds maintenance equipment to high standards.</li> <li>• Identification and eradication of potential hazards by regular inspection of sports pitches, turfed and hard areas and borders (to include sharp objects, foreign bodies, plants, etc.)</li> <li>• Generally improving the appearance of the school sites over time by employing sound horticultural practices.</li> <li>• Such other duties as may reasonably be allocated within the purview of the post by the Estates Manager.</li> </ul>
<b>MANAGEMENT AND USE OF SITE</b>	<ul style="list-style-type: none"> <li>• Liaise with users of the site over their needs. Oversee the use of the site by hirers, lettings etc. Assist with 'set up' of</li> </ul>

<b>SECURITY</b>	rooms/facilities as required e.g. exams, Community hirers. <ul style="list-style-type: none"> <li>• Unlock/lock school premises. Act as a key holder and respond to emergency call outs. Apply school security procedures reporting any discrepancies to line manager as required.</li> </ul>
<b>HEALTH AND SAFETY</b>	<ul style="list-style-type: none"> <li>• Maintain an up to date awareness of GFM and local H&amp;S policies and procedures and apply throughout the site.</li> </ul>
<b>STATUTORY INITIATIVES</b>	<ul style="list-style-type: none"> <li>• Be familiar with school requirements and policies, including emergency procedures.</li> </ul>
<b>OTHER DUTIES</b>	<ul style="list-style-type: none"> <li>• Completion of paperwork and online records as determined by the Grounds Manager to include monitoring and inspections.</li> <li>• As directed, take necessary action to prevent injury to individuals or damage to the buildings e.g. bad weather or emergency. This could involve clearing snow or ice from paths, dealing with floods, fires, break-in or vandalism to school property.</li> <li>• Carry out such duties as may be reasonably allocated within the scope of this post by the School Leadership or Estates Manager.</li> </ul>

### **Working Conditions – environment and physical effort or strain**

- Regular exposure to the elements (weather)
- Regular manual handling/lifting
- Lone working requiring strong health and safety emphasis (use of radio/mobile phones) – can be significant call-out component/ key holder
- Potential exposure to dirty, unpleasant and hazardous areas
- Working at height
- Use of power and manual tools
- Working at own initiative with minimum supervision

### **Generic Responsibilities**

- To act as a positive role model
- Self-motivated, to work well without supervision
- To participate in school initiatives where every person is expected to contribute to learners progress
- To participate in the GFM's professional learning programme as agreed
- To contribute to the GFM's procedures for a self-evaluation process
- To be courteous to colleagues and provide a welcoming environment to all visitors and telephone callers
- To play a full part in the life of the GFM Community, supporting its distinctive mission and ethos, and encouraging and ensuring staff, pupils and students adhere to school expectations.
- Participate in whole-school activities such as Events Day.
- Such other duties as may be reasonably allocated by the Headship group.

#### **Mobility Clause**

The role may involve working anywhere across the GFM school sites to ensure the needs of the schools can be adequately met.

As an employee of the GFM you may be required to work some of your contracted hours at other schools within the Trust, subject to the needs of the role. For administrative purposes, including payment of travel expenses to establishments within the GFM, your work base will be Bay House School.

#### **Flexibility Statement**

The content of this Job Description represents an outline of the post only and is therefore not a precise catalogue of duties and responsibilities. The Job Description is therefore intended to be flexible and is subject to review and amendment in the light of changing circumstances, following consultation with the post holder.

Post Holder *Print Name* \_\_\_\_\_

*Signature* \_\_\_\_\_

*Dated* \_\_\_\_\_

*GFM Education is committed to safeguarding children and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring checks along with other relevant employment checks.*

<b>Person Specification: Grounds Assistant</b>	<b><i>Essential/Desirable</i></b>
Excellent communication and interpersonal skills	<i>E</i>
Ability to work effectively, both in a team and individually without supervision	<i>E</i>
IT literate and confident in using Microsoft Office	<i>D</i>
Good written and verbal communication skills and be able to relate well to school staff, parents, pupils and others	<i>E</i>
Ability to maintain confidentiality	<i>E</i>
Capacity to work accurately under pressure and to meet deadlines and effectively organise frequently changing priorities	<i>E</i>
Ability to self-evaluate and actively seek opportunity for improvement	<i>E</i>
Physically fit to meet the demands of the role, which regularly includes use of manual and power tools and machinery	<i>E</i>
Excellent record of attendance and punctuality	<i>D</i>
Team-player, personable, approachable, emotionally intelligent with a sense of humour	<i>D</i>